

Comptroller's Directive No. 2-07
Attachment HE-5
GASBS No. 14 Checklist Modified to Reflect GASBS No. 39

Purpose

This attachment includes a checklist used to evaluate, based on GASBS No. 14 modified to reflect GASBS No. 39 criteria, each organization, foundation, or commission within an institution for possible inclusion as a component unit in the CAFR. If an organization, foundation, or commission is determined to be a component unit, this attachment will also evaluate the method of disclosure.

Applicable institutions

All institutions must complete the following:

- **Part 1, Summary,**
- **Part 2a, Listing of Foundations/Entities to be included on the Attachment HE-10, Financial Statement Template,**
- **Part 2b, Listing of Foundations/Entities to be excluded from the Attachment HE-10, Financial Statement Template, and**
- **Part 4, Certification.**

Institutions must complete **Part 3, Checklist**, if **either** of the following conditions are met:

- The potential component unit has **not** previously been evaluated in the “GASBS No. 14 Checklist modified to reflect GASBS No. 39.”
 - The potential component unit **has** been previously evaluated; however, a change has occurred that might affect its classification.
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Due date

August 16, 2007

**Certification
(new Part 4)**

The **Part 4 - Certification** is new for FY 2007, and it requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any part. By typing a name, the individual is certifying that all parts of this attachment have been reviewed; the information is both complete and accurate; and the preparer and reviewer were not the same individual for any part.

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**Submission
requirements**

Contact DOA if the institution has any problems with the files.

After downloading the word file, rename the file using the institution's acronym followed by Attachment HE-5. For example, VCCS should rename the Attachment HE-5.doc file as VCCS Attachment HE-5.doc.

DOA's e-mail address has changed from the prior year. Submit the attachment electronically to finrept-HE@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do **not** submit paper copies of the attachment.
